



# ELLA JOHNSON MEMORIAL PUBLIC LIBRARY DISTRICT

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## ADULT/TECH SERVICES PROGRAMMER & CATALOGER

### Position Details

**Full Time or Part Time:** Part Time

**Hours:** 25 hours/week; Weekdays with occasional evening and weekend hours.

**Pay:** Starting at \$22.00/hour

The Ella Johnson Memorial Public Library District in Hampshire, IL is looking for a detail-oriented, creative, enthusiastic and organized individual to provide excellent customer service to our patrons and collaborate with our talented staff. Walking on water is not required, but a sense of humor is.

### Responsibilities include:

- Plan, develop and coordinate educational and recreational programs for adults.
- Copy catalog a wide range of materials.
- Work at front service desk when needed, providing reference and reader's advisory.
- Assist in the use of technology such as computers, e-readers, smart phones, tablets, printer, copier.
- Performs other duties as assigned.

### Requirements:

- Bachelor's Degree or LTA Certificate preferred but not required.
- Knowledge or ability to learn about library cataloging.
- Ability to conduct a successful reference interview.
- Knowledge of technology, including computers, software, and e-readers.
- Excellent verbal and written communication skills with all ages.
- A team player who contributes to a positive work environment.
- Willingness to learn new skills and procedures; easily adaptable to change.

***Recent retirees, people with data entry experience and students studying in Library Science are encouraged to apply.***

**Application Deadline:** Until filled. **Application Note:** Print, complete and submit the EJMLD application (<https://www.ellajohnsonlibrary.org/career-opportunities>) along with a cover letter and resume to: Susan Stanley, Adult/Tech Services Dept. Manager, PO Box 429, Hampshire, IL 60140 or email to [sstanley@ellajohnsonlibrary.org](mailto:sstanley@ellajohnsonlibrary.org) with subject line: PT ATS Programmer.